

## **RULES and REGULATIONS**

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### **EASTMAN CAMPUS**

The following rules and regulations pertain specifically to all high school students and/or students under the age of 18 years who are enrolled for any workshop, seminar, program, or class at the Eastman School of Music. We all work together to assure you a productive and safe stay.

1. Students are provided with accommodations in a supervised area of the Student Living Center and are not permitted at any time to be in living areas reserved for adult students.
2. Separate areas are maintained for male and for female students, and each student is restricted to his/her particular dormitory "house."
3. Students may make use of all common, nonresident areas of the Student Living Center, such as the TV lounge, dining room, laundry room, and formal lounge, when such areas are available for student use.
4. Curfew Hours:

Days	In Dorm by	In House by (quiet hours)	In Room by
Sunday–Thursday	10 p.m.	11 p.m.	Midnight
Friday–Saturday	10 p.m.	Midnight	1 a.m.

Counselors or other responsible officials of the Student Living Center or of the administration of the Eastman School of Music may alter curfew hours if circumstances warrant any change.

5. ID Cards: Students MUST wear their ID card visibly at all times—except when in your own dorm house.
6. At all times, students are expected to remain on campus unless permission to leave has been authorized by a counselor, resident assistant, or the Assistant Dean for Residential Life. "Campus" is defined as consisting of the main buildings and annex of the Eastman School of Music, the Student Living Center, the Sibley Music Library, Messinger Hall, and the facilities of the Metrocenter Y. During morning and afternoon hours, it is assumed that students will be attending regularly scheduled classes and rehearsals, studying, and practicing within the facilities of the Eastman School of Music. Students are required to follow sign-out procedures established by responsible officials of the Student Living Center when leaving the Student Living Center after 5 p.m.

7. Students are not permitted to be absent overnight from the Student Living Center except by specific written instructions from a parent or legal guardian. For high school students to leave the Student Living Center (e.g. to visit a relative or go to dinner), a Parental/Guardian Permission Slip needs to be completed upon arrival.
8. Students will be liable for damage to Eastman School of Music property. The use of tape and the driving of nails, screws, or tacks into walls or furniture is prohibited. No furniture may be moved out of the quarters assigned, and no equipment (other than occasional pieces such as bookcases, table, lamp, fan) may be added without permission.
9. Rooms are to be used only as living quarters. Students are not permitted to modify, authorize, or order the modification of their rooms or other parts of the building.
10. Commercial use of any part of the residence facilities or grounds and solicitation anywhere on the premises by students residing therein or by any other persons are strictly forbidden, except as authorized by the appropriate University agencies.
11. It is understood that the Eastman School of Music shall not be liable for any damage, loss, or theft of any property anywhere on the premises. Students are not permitted to have bicycles, skateboards, motorbikes, mopeds, motorcycles, or motor vehicles without first obtaining written permission from the Associate Dean of Community and Continuing Education. Bicycles are not allowed in the Student Living Center. The School reserves the right to deny such permission when it considers possession of such a vehicle unnecessary.
12. The Eastman Student Living Center, during the summer, accommodates students who participate in a wide variety of programs, including high school students in the Eastman Community Music School, collegiate students who are pursuing undergraduate and graduate degrees, and special students who enroll in a variety of workshops. Every effort is made to provide for the needs of all of our residents. Students who have exhibited disregard for the residential community are subject to disciplinary sanctions or expulsion from the Eastman School of Music. Again, we need your assistance in maintaining a quiet environment needed by our graduate scholars.
13. Possession or use of firearms, explosive materials, other weapons, unauthorized possession of master keys, tampering with fire or emergency equipment, or failure to comply with a reasonable request of University officials acting in performance of their duties are contrary to University regulations. Students who have exhibited disregard for these and other University regulations are subject to disciplinary sanctions or expulsion from the Eastman School of Music.
14. Students who commit acts that are illegal under the law are subject to disciplinary sanctions or expulsion from the Eastman School of Music. Such acts would include theft, disorderly conduct, possession or use of alcoholic beverages, or the use, manufacture, sale, or possession of illegal drugs.
15. It is the University's intention to assure all reasonable privacy in student rooms. In the interest of the health and general welfare of all residents and buildings, however, the University reserves the right to enter a room for verification of occupancy; for performance of housekeeping

or maintenance functions; for health and safety inspections; to protect life, limb, or property; or to assure compliance with state law and University regulations.

16. Each student is responsible for the key(s) to the room assigned. Loss of a room key will necessitate a charge of \$25 in order to change the lock and provide the student with a new key. Loss of a house key will necessitate a \$75 charge to replace the locks on all of the doors in that house.

17. Any change in occupancy must have prior approval of the Assistant Dean for Residential Life. Students will be fully responsible for following check-in, check-out, and room change procedures.

18. Occupancy of any room is limited to students assigned to the room. Guests or visitors are permitted in the Student Living Center only with permission of a counselor, resident assistant, or the Assistant Dean for Residential Life, and no visitors or guests are permitted under any circumstances after curfew.

19. The meal plan is nontransferable. It may not be used by another person, nor may food be obtained to give to another person.

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### **KEUKA CAMPUS**

The following rules and regulations pertain to all Eastman@Keuka students, both commuters and campers in residence. We all work together to assure a productive and safe time at camp.

1. Students are provided with accommodations in a supervised area of Ball Hall and are not permitted to leave their floors unsupervised. Students will remain with faculty and/or counselors at all times.
2. Separate areas are maintained for male and for female students, and each student is restricted to his/her particular floor.
3. Students may make use of common areas, such as the lounges, laundry rooms, and practice rooms, when such areas are available for student use.
4. Curfew hours: Students must be in their rooms by 10:00 p.m. with lights out by 10:30 p.m. Wake-up time is no later than 7:30 a.m., except on Sunday by 8:00 a.m. Counselors or other camp staff may alter curfew hours if circumstances warrant change.
5. Key Cards: Students **MUST** carry their keys and key cards with them at all times – except when in your own dorm floor.

6. At all times, students are expected to remain on the Keuka College campus with supervising faculty or staff, unless permission to leave has been authorized by the camp director. Permission must be obtained by specific written instructions from a parent or legal guardian. If leaving camp with previously obtained permission, students and chaperones must sign out of and into camp with their counselor or camp director.
7. Students will be liable for damage to Eastman School of Music and Keuka College property. The use of tape and the driving of nails/screws/tacks into walls or furniture are prohibited. No furniture may be moved out of the quarters assigned, and no equipment (other than occasional pieces such as bookcases, table, lamp) may be added without permission.
8. Rooms are to be used only as living quarters. Students are not permitted to modify, authorize, or order the modification of their rooms or other parts of the building.
9. Commercial use of any part of the residence facilities or grounds and solicitation anywhere on the premises by students residing therein or by any other persons are strictly forbidden.
10. It is understood that the Eastman School of Music and Keuka College shall not be liable for any damage, loss, or theft of any property anywhere on the premises.
11. Possession or use of firearms, explosive materials, other weapons, unauthorized possession of master keys, tampering with fire or emergency equipment, or failure to comply with a reasonable request of camp staff acting in performance of their duties are contrary to University regulations. Students who have exhibited disregard for these regulations are subject to disciplinary sanctions or expulsion from camp.
12. Students who commit acts that are illegal under the law are subject to disciplinary sanctions or expulsion from Eastman@Keuka. Such acts would include theft, disorderly conduct, possession or use of alcoholic beverages, or the use, manufacture, sale, or possession of illegal drugs.
13. It is Eastman@Keuka's intention to assure all reasonable privacy in student rooms. In the interest of the health and general welfare of all residents, however, we reserve the right to enter a room for verification of occupancy; for performance of housekeeping or maintenance functions; for health and safety inspections; to protect life, limb, or property; or to assure compliance with state law and University regulations.
14. Each student is responsible for their key card and key to the room assigned. Loss of a room key or card will necessitate an approximate charge of \$25. (A \$25 cash deposit is required at check-in, which will be refunded at check-out upon return of both the key and card.)

15. Occupancy of any room is limited to students assigned to the room. Guests or visitors are permitted only with permission of a counselor or camp director, and no visitors or guests are permitted under any circumstances after curfew.
  16. The meal plan is nontransferable. It may not be used by another person, nor may food be obtained to give to another person.
  17. Music is the primary focus of camp. Recreation, socializing, and extracurricular activities add to enjoyment and enhance musical development through personal growth. However, these activities are not to distract or take away from the primary musical focus of camp.
  18. The following dress code policy will apply at all times to campers and staff. Campers who are not prepared or refuse to comply with this policy will be sent home.
    - Attire must allow for easy, comfortable movement for camp activities, including hiking.
    - Shorts and dresses/skirts must meet the fingertip rule. The garment, including any side slit, must be no shorter than the longest fingertip (middle finger) with the arms fully extended at the side and the waistband above the hips. The fingertip rule applies to shorts and skirts even if wearing tights or leggings. As with pants, shorts must be worn above the hips with no holes and no undergarments showing.
    - Pants and shorts must cover underwear and be able to stay up without the use of hands.
    - Shirts must completely cover the torso and be void of unfriendly or inappropriate artwork or words. No low-cut or see-through shirts allowed. Campers wearing inappropriate articles of clothing may be required to change shirts or turn them inside out.
    - Closed-toe shoes must be worn during recreation periods. Water shoes are encouraged in the lake.
    - Swimwear: males must wear shorts or swim trunks (no skin tight swim briefs); females must wear one-piece swimsuits or tankinis, or a shirt over a two-piece suit that fully covers the torso at all times. Swimming in see-through clothing or in underwear is prohibited.
  19. Campers agree to abide by all rules and regulations. If a camper breaks any of these rules, the Camp Director will contact his or her parent/guardian and may require the student to be sent home.
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